



Data Exchange Gateway (DEG)

Processing MICR data through DOS

Using Windows, at your Desktop, Hit the START button, then RUN.

In prompt, type **cmd** and hit OK.

- At c: prompt, establish an FTP session by typing in [ftp 136.181.135.38](ftp://136.181.135.38) and then enter.
- Once connected to this FTP site, at User (204.23.248.18<none>>:
Enter your **Userid (MSP00000)** and enter.
- You will receive a 331 Password required message.
- At Password Enter your **Password (MSP00000)**
- You should receive a Logon accepted and return to an ftp> prompt.

TO SUBMIT A DATA FILE TO THE DEG FOR PROCESSING:

- Before you "PUT" (submit) your data file to the DEG file for processing, you must know the file's exact location on your computer and the file **must be named MICRDATA.asc**, i.e., c:MICRDATA.asc. (Your location may differ from this example.)
- At the ftp> prompt, type PUT c:MICRDATA.asc MICRDATA@MSPMICR and enter.
- If the file is sent properly, you will receive messages stating:
 - Opening Data Connection
 - Closing Data Connection
 - Number of bytes sent

TO RETRIEVE AN ERROR FILE FROM THE DEG THROUGH DOS:

From your Desktop, Hit the START button, then RUN

In prompt, type **cmd** and hit OK.

- At c: prompt, establish an FTP session by typing in [ftp 136.181.135.38](ftp://136.181.135.38) and then enter.
- Once connected to this FTP site, at User (204.23.248.18<none>>:
Enter your **Userid (MSP00000)** and enter.
- You will receive a 331 Password required message.
- At Password: type your **Password (MSP00000)** and enter.
- You should receive a Logon accepted and return to an ftp> prompt.
- At the ftp> prompt, type **dir** and enter. (This will give you a directory of the files that are in your mailbox.

- You should see two files in your mailbox: A MICRERRS file that is your error file from the last data you submitted; a MICRPT11 that is a list of all incidents submitted under your latest data submission.
- To retrieve the error file, you must know the location of where you want to save your error file on your computer, i.e., the c: drive, under a subfolder, etc. You may name the error file what you choose so you will know which error file is which.
- Type **GET MICRERRS c:Jan06errors.asc** and enter.
- You should receive Opening Data Connection, Closing Data Connection, and the number of bytes received.
- Minimize this window and go to your Explorer.
- Look under the c: drive (or wherever you saved the error file) and you should find the file you saved.
- Print and make any necessary corrections and resubmit with a new data file.



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Using the Internet to submit MICR

In order to use the internet for MICR submission, the agency(s) must first contact the appropriate UCR Representative and have the Mailbox activated for use on our web site. Once the agency's Mailbox has been activated:

As with submitting through DOS, the agency submitting must know the location of the file that you want to upload to the DEG.

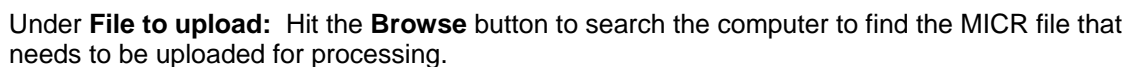
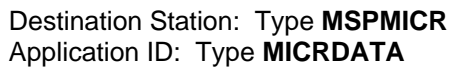
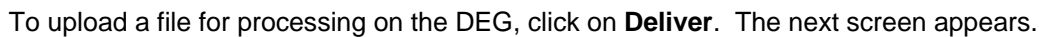
Access the web site at <https://dxqweb.state.mi.us/login.asp>

This will open up the Login page of the Electronic Commerce. The screen below will be the home page.

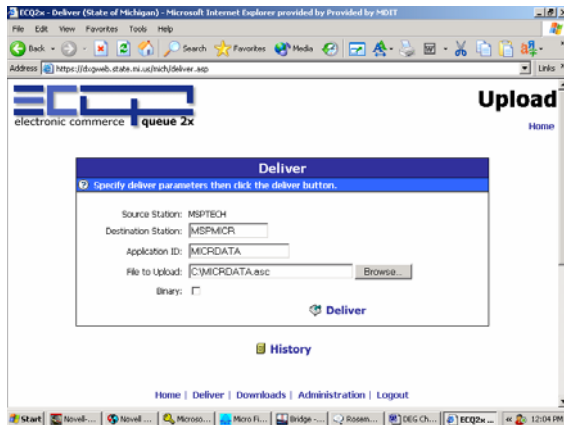


Enter the Login ID and tab to the Password Box. Enter Password and hit **Login**. *NOTE: The first time you log into this web site, you will immediately be routed to change your password. The password may be of the user's choosing.*

Once an agency has logged in, the following screen will appear:



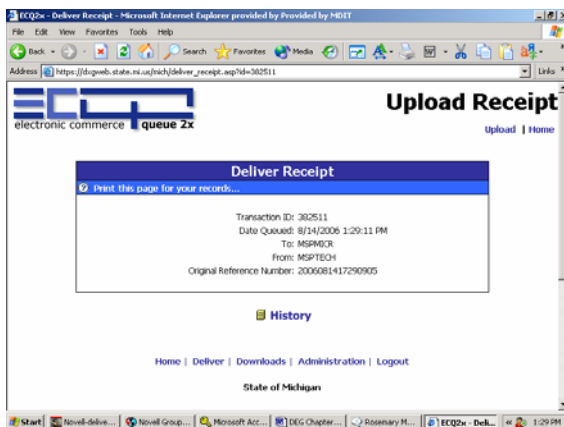
Reminder: The file must be named MICRDATA.asc in order to process correctly.



In the above frame, it is indicated that the file is saved to the root of the C: drive, file named MICRDATA.asc.

Click on use the **Deliver** command.

Once the file has been sent to the DEG, the following screen will appear. This should be kept for future reference.



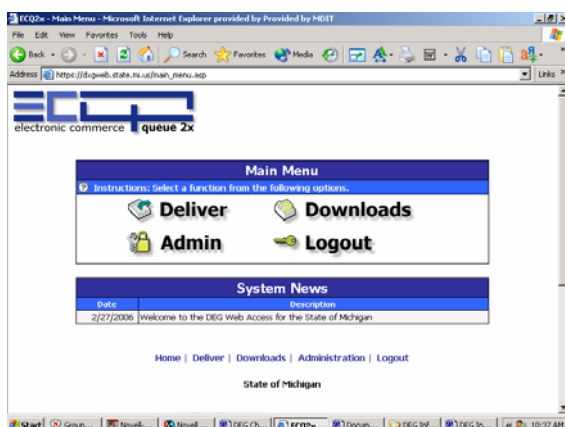
Processing of MICR files occurs nightly, with the exception of Wednesdays.



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Downloading Error and Report 11 Files:

Log in to the **dxgweb.state.mi.us** web site and the following screen will appear.



Use the **Downloads** command. The following screen appears.



On the left-hand side of the Download screen, there will be three (3) envelopes available for download. The first is to download the error file as an ASCII file (the preferred choice); the second will be to download as a Zip file (using WinZip), and the third is to download as Binary (raw data).

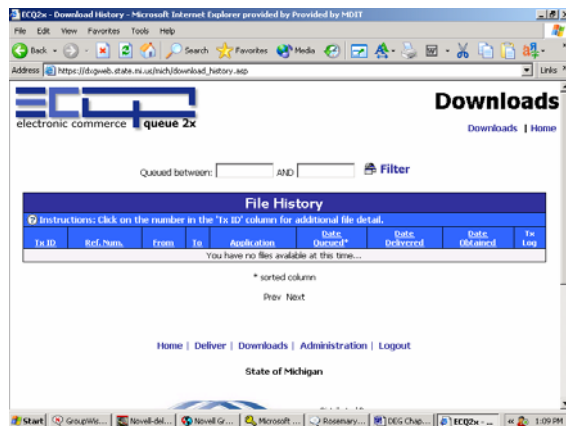
After the MICR file has processed, there should be two files located in your Download screen. The first will be the MICRERRS and the second will be the MICRPT11.

To retrieve and save the MICRERRS file, click on the first envelope (ASCII). A screen will appear that the file is being downloaded. This may take several minutes.

A screen will appear that will ask where the file should be saved. It is the user's choice where and how an error file (or Report 11) should be saved.

The same procedure is used to Download the MICRPT 11.

In the Downloads screen, you have the option to choose History (in the center of the screen below the file history).



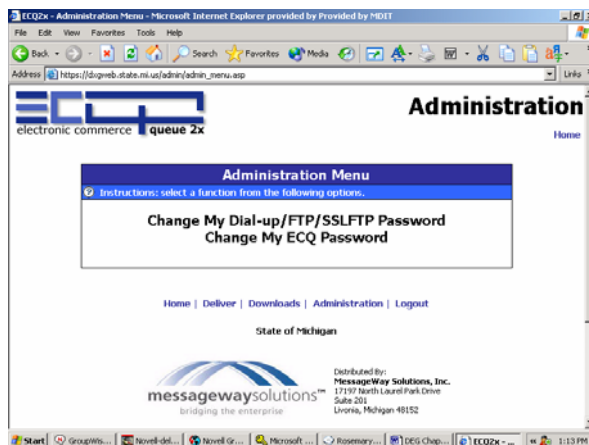
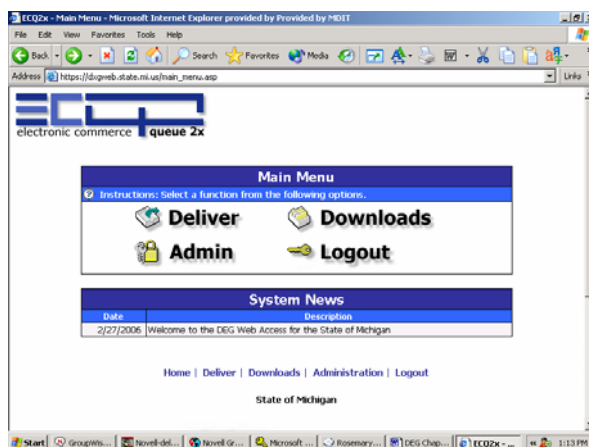
The History feature allows the user to view historical file transactions. Under History, the user will not be able to retrieve files shown here; this feature is for viewing what has transpired under the User's Mailbox.



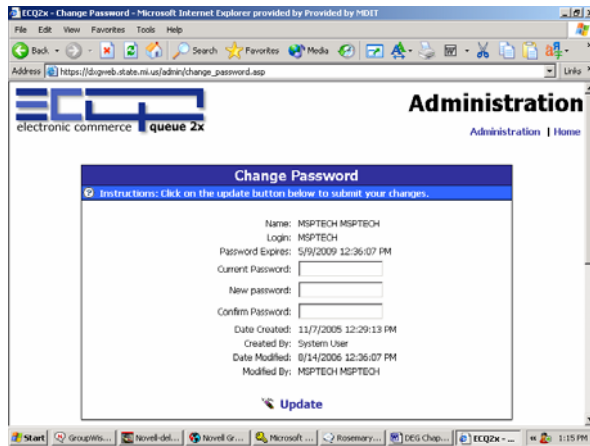
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Administrative Options – Password Change

Once an agency has logged in to the web site, there is an option of **Admin**. This will give the user administrative options.

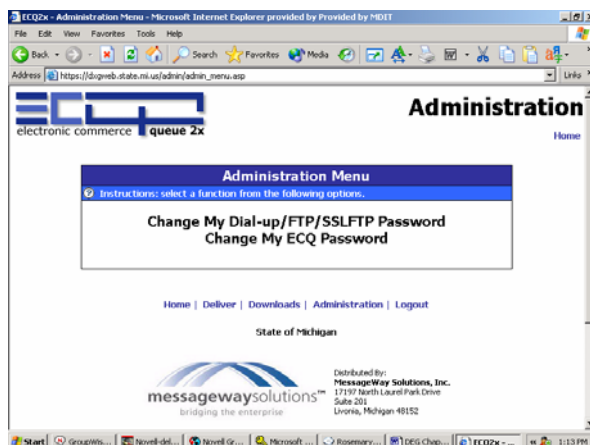


To change passwords: Double-click on **Change My ECQ Password**.



The user will be asked to type in the current password being used, a new password, and a confirmation of the new password. Once this is complete, click on **Update**.

If the Password has been successfully changed, the following box will appear.



There will not be a confirmation stating the password has been changed.

Once all the changes have been made and files Delivered or Downloaded, click on the BACK button until log out is complete or click on **Logout** which is located on the lower right-hand corner of each screen.

After Logout, the system will return to the initial Log In Screen:



From this point, exit the internet.



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PROBLEMS OR CONCERNS:

If an agency has trouble with the above information, in any capacity, the Uniform Crime Reporting Unit is available to assist daily.

Please feel free to contact UCR Unit at (517) 322-1150 or by contacting the individual UCR staff person assigned to your agency.